

## PIMA PREVENTION PARTNERSHIP

### *AmeriCorps Position Description*

**Position Title:** Pima County Teen Court AmeriCorps Support Staff  
Quarter-Time-Completion of 900 hours by August 31, 2015.  
Average of **25 hours** per week.  
Living Allowance: **\$3,202.00**  
Education Award after completion of service: **\$1, 468.00**

**Position Description:** The AmeriCorps Member will have access to vulnerable populations and will be responsible for helping with program coordination, facilitation of Teen Court hearing dates including preparation of all necessary materials, teen attorney volunteer training, outreach and volunteer recruitment, office needs and other duties as assigned.

**Education:**  
High School Diploma or GED required, college/university classes preferred.

#### **Duties and Responsibilities**

- Assist with program administration for Teen Court
- Assist with development and distribution of outreach materials
- Help with planning of volunteer training, professional development and volunteer retention activities
- Co-facilitate training and workshops for Teen Court volunteers and participants
- Assist with maintaining program documentation including Teen Court files, organization of materials for workshop and trainings and necessary paperwork for Teen Court hearings
- Work with staff and volunteers to create meaningful professional development, team building and volunteer appreciation/recognition events
- Assist with general office work as deemed necessary by the program staff and management
- Interpret for families and translate relevant documents

#### **Skills and Abilities:**

- Preference for fluent in Spanish with skills sufficient to interpret for monolingual Spanish speaking parent and translation of documents
- Preference for someone with legal experience
- Excellent organizational skills
- Ability to work with a team and also be a self-starter
- Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Ability to perform recurring tasks while maintaining a standard of excellence at all times
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Proficiency with oral and written communication Excellent overall computers skills including Microsoft Office, databases, and spreadsheets
- Reliable, insured vehicle for work related travel
- Ability to obtain a current certification in Standard First Aid and CPR
- Ability to obtain a Arizona fingerprint clearance card, clear an updated verification check for cards that have been previously issued and updated FBI checks as well as be cleared by a national public records sex offender check (This position will have access to vulnerable populations)
- Ability to obtain a valid Arizona Driver License and able to be insured under PPP's vehicle standards
- Experience working with youth and their families preferred

- Must be able to pass a Sex Offender Background check

**Physical Requirements:**

Must be at least 18 years of age.

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.**